



North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872-1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3032
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

AGENDA
NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)
SPECIAL MEETING
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut 06066
Thursday, May 17, 2018
7:00 PM

- A. Call to Order/Determination of Quorum
- B. Executive Session None
- C. Public Hearing None
- D. Chairman's Report
- E. Director of Health – Attachment 1

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Monthly Report Review and Update of Pending Business Items – (Provided in written form by the Director to the NCDHD Board. Discussion and clarification – no action required at this time.

- Training/Cross-Training of Staff
- Written Procedures for the District
- IT Update
- Reaching out to Partners
- Monthly Environmental, Preparedness, Health Educator Reports Attachment 2
- Cash Disbursements and Quarterly Financials – Attachments 3, 4, 5, 6
- Organizational Chart
- Updating of Job Descriptions
- Building Upgrade
- Pension Vesting Period
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food service inspection capacity
- Capacity Modeling
- Status of as-builts on website

F. **Action on Consent Agenda** – Items requiring routine approval

1. **Motion:** The NCDHD Board of Directors approves the Proposed Budget Transfer Request No. 4 as presented. Attachment 7
2. **Motion:** The NCDHD Board of Directors approves the Proposed Budget Transfer Request No. 5 as presented. Attachment 8

G. **Committee Updates and Discussion** – (reports provided in written form for discussion - any action would follow in New Business)

Personnel/Finance Committees Meeting Minutes of April 24, 2018 – Attachment 9
Building Committee Minutes of April 25, 2018 – Attachment 10

1. Finance – Maria Whelden, Chair – Update of Salary Proposal
2. Short and Long-Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

H. **New Business**

1. Dental Insurance Renewal
2. Enfield Building Use Plan – Attachment 11
3. Discuss potential visit from Project Manager

I. **Identification/Adoption of Additional Agenda Items**

J. **Informational Items**

K. **Adoption of Minutes**

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the Board of April 11, 2018 and that Minutes of said meeting be approved. Attachment 12

L. **Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action**

M. **Adjournment**

Next Board Meeting: Wednesday, June 13, 2018, 3rd Floor Conference, Ellington Town Hall, 55 Main Street, Ellington.